

COURT ACCOUNT CLERK I

DEFINITION

Under general supervision, performs clerical accounting work in accounts payable and payroll; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Court Account Clerk I is the fully experienced working level class in the series. Employees of this class work in support of accounts payable or payroll. The Court Account II performs the more complex revenue processing work.

ESSENTIAL FUNCTIONS

1. Prepares payment vouchers, requests for payments and other documents for payment; maintains vendors files; distributes documents to appropriate County departments; processes purchase requisitions.
2. Processes court reporter claims, interpreter claims and attorney declaration claims for civil and family law; reviews claims for completeness and accuracy; sends claim to auditor for payment; maintains records of claims; answers inquiries regarding payment.
3. Reviews time and attendance forms for payroll for accuracy; prepares batch control sheets and sends to County payroll division.
4. Processes paperwork for changes in employee status including new hires, transfers, promotions and terminations; assists employees with completing forms; schedules physicals and new employee orientation; processes and maintains records on work performance evaluations; verifies employee step increases.
5. Maintains records of employees on short-term disability and verifies disability payments; prepares forms for processing when overpayment occurs; maintains records of occupational injury and modified duty; assists with open enrollment for health insurance.

6. Maintains position control; updates organization charts; maintains personnel files; processes such changes as address, payroll deductions, and automatic deposit.
7. Processes medical commission claims for payment; maintains list of available doctors and schedules court-ordered evaluations; codes claims, verifies computations and sends claims to auditor for payment.
8. Maintains payments made against petty cash fund; processes all order forms for law books; maintains records of orders placed, received and paid; maintains log of copiers in use throughout the Court.
9. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Two years of financial record keeping experience that involved the maintenance of data bases or spreadsheets or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

Knowledge of

Alpha and numeric filing procedures; spreadsheet programs; State and County payroll procedures; County purchasing and payment procedures; modern office methods, procedures, terms, and equipment; office and accounting record keeping practices.

Ability to

Use database and spreadsheet programs; understand and apply personnel rules and employee union contracts; organize work and meet deadlines; use a personal computer; maintain confidentiality; communicate effectively both orally and in writing; operate a 10-key adding machine; use a personal computer; maintain complex filing systems in accordance with law and standard practice; make arithmetic computations; establish and maintain effective working relationships with superiors, peers, subordinates and the general public.

Special Requirements

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff.

Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

Date Est. 4/00